

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Night Vessel Dispatcher
DEPARTMENT: Logistics
FLSA STATUS: Exempt
DATE: December 20, 2022

SUMMARY DESCRIPTION:

Night Vessel Dispatcher works 7 days on and 7 days off from 5:30 p.m. to 5:30 a.m. Coordinates all logistical aspects and vendor services for every vessel job assigned by performing the following duties:

SUPERVISION:

Reports to: **Vice President of Logistics**
Supervises: This position has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS:

- Review vessel logs for accuracy assuring all required vessel trip events are correctly entered.
- Track each barge assigned daily, gather relevant information, and report the status of dock orders, dock schedules, loadings, discharges, cleanings and repairs to Marketing; including estimated start and completion times, following up on status to assure estimated times are met and communicating changes in status and schedules promptly.
- Coordinate vessel utilization, routing and turns with Operations, Maintenance, Personnel, Sales, and all other departments as necessary including the confirmation of orders to vessels.
- Communicate vessel positions, E.T.A.'s, orders and docking schedules with loading and discharge facilities.
- Review and distribute orders and order changes from Marketing to vessels.
- Arrange and coordinate with approved vendors outside tankering services for loading and discharging barges as necessary.
- Arrange and coordinate barge tank preparations (stripping of previous cargo and/or cargo tank cleaning) as directed prior to loading.
- Arrange and coordinate third-party shifting, fleeting, towing, and tug assists as necessary.
- Receive and communicate with all appropriate departments and vessels operational information, including vessel delays, changes in orders, dock scheduling, cargoes or quantities of cargoes, Initial Reports of Incident, boat and barge maintenance issues and all other pertinent information 24 hours per day, seven days per week, working on a shift basis.
- Employ problem solving skills and methods in resolving operational issues.
- Prepare, communicate, and receive accurate "pass-down" of orders and issues when assuming, and ending shifts, including, but not limited to, pending orders, barge cleaning and repair status, docks that need to be called, etc. to ensure on-coming shift personnel can seamlessly continue to manage vessel dispatch operations.
- Manage fleet and warehouse operations throughout the night utilizing established policies and procedures.
- Prepare and distribute daily administrative reports.

QUALIFICATIONS

- Must be able to read, write and speak clearly in the English language.
- High School diploma or GED required.
- College degree in Transportation, Logistics, Business or similar field preferred.
- Two (2) or more years of Marine Transportation experience preferred.

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

- Considerable knowledge of principles and practices of Marine Transportation administration.
- Proficiency in or knowledge of a variety of computer software applications, including but not limited to Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Ability to operate most standard office equipment.
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.
- Proficient spelling, grammar, and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.
- Must be able to work a 7 day on and 7 day off schedule from 5:30 p.m. to 5:30 a.m.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

TRAVEL REQUIREMENTS:

This position requires driving a vehicle as necessary for errands and business related meetings. Employee and/or applicant must successfully complete a Motor Vehicle History check and possess and maintain a current valid driver's license in their state of residence. Minimum (one 1 week night shift to be performed in the Houston office each year required plus other minimum travel possible from time to time as necessary).

In the event of an impending storm, essential personnel must be able to evacuate to a designated off site location at the direction of the Company.